



## **KING COUNTY MENTAL HEALTH BOARD**

### **Quality Council**

Tuesday, January 24, 2006

**4:00 – 5:30 p.m.**

Conference Room 6A, Exchange Building  
821 Second Avenue, Seattle, WA 98104

#### **Members Attending:**

Helen Nilon (chair), Ron Sterling, Steve Collins, Kali Henderson

#### **Staff Present:**

Liz Gilbert, Karen Spoelman

#### **I. INTRODUCTIONS**

Introductions were made.

#### **II. ANNOUNCEMENTS**

None

#### **III. APPROVAL OF OCTOBER MEETING NOTES**

The November meeting notes were approved. The committee did not meet in December 2005.

#### **IV. CONTRACT PROCESS AND QUALITY IMPROVEMENT**

Karen Spoelman, Contract Services and Cross System Coordinator, presented information on contract processes. Members were provided with hand-outs that show the different phases of contract management, which include:

- Credentialing
- Contract development
- Contract monitoring

King County Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD) currently manage 85 contract exhibits for mental health services that are funded in a variety of ways. While some exhibits are identical for multiple agencies (e.g. outpatient tier benefit), others are “carve-outs” that are unique to a single provider.

Karen reviewed the elements of a contract

- fund source,
- eligible population,
- program requirements, payment methods, and
- reporting requirements.

She also explained the various ways contracts are monitored:

- invoice reviews,
- desk-top report reviews,
- agency policy & procedures,
- agency information system performance, including data accuracy,
- agency clinical practices, and
- clinical records.

Some aspects of these reviews are conducted in the MHCADSD offices, while others occur during annual onsite reviews.

Reviews are followed by summary reports of findings, including any finding that requires a corrective action. Agencies must respond to corrective actions in writing, and if warranted or requested, contract monitors may conduct follow-up visits.

System-wide summary reports are prepared annually, and at the time of this meeting, reports were being developed. Karen agreed to provide summary reports to the Council for their review, comment and possible recommendations.

## **V. QUALITY COUNCIL WORK PLAN**

The group talked briefly about holding community forums during 2006, and similar to those held in 2004, working with the three King County National Alliance on Mental Illness (NAMI) affiliates to jointly sponsor forums in conjunction with scheduled community meetings. This discussion will continue during the February meeting.

Adjourn